

General Information for Staff Officers

- You must know and understand what your task is – be sure to review your Officer's Manual.
- You must devote time to creating a plan that will allow you to complete all required tasks with your crew. This plan should fit with the overall program and accomplish the ultimate goal of a well-run skirmish.
- **Please stress personal and collective responsibility.** If workers wander or do not report for duty, they increase the burden of the other workers and can jeopardize the ability of the crew to carry out its duties.
 - Supervise your crew so that you know they are performing the given tasks correctly.
 - Monitor your crew so that you know where each member is in case they are needed to help other crews for any reason.
- Your crew has been selected for a specific area because of their knowledge and abilities. Make sure you understand their qualifications and utilize each member to the best of his/her abilities.
- Create a personal schedule so that you know the tasks and resources needed to support your crew.
- Use the schedule in your Officer's Manual to schedule staffing to accomplish the task at hand. Make sure you do not understaff yourself at critical times during the program.
- Make sure that off-duty staff understand that they are always on call if the need arises. These people need to report at specific intervals as there is always someone who could use relief or help.
- Most staffs that complain about being understaffed are doing so because the resources that they have are not being utilized as needed. All successful staffs are those that have all hands kick in to get the job done and keep a good attitude while doing it.
- **Prior to the National, you need to stress to the troop that their attendance as a host staff is very important.** A lack of personal responsibility makes some of our National Skirmishes a major challenge for the host staff. Remind them that they enjoyed competing at the last National and they will enjoy competing at the next National.
- **You must submit a written report by the first week of November (Fall Nationals) or the first week of July (Spring Nationals) to the Skirmish Director.** The Skirmish Director is required to file all reports to the Board of Directors for the next meeting. Please be prompt with this task so that the Skirmish Director can get the material turned in for the meeting.
Please include the following in your report:
 1. What you and your staff did.
 2. How many staff members you had working on specific tasks.
 3. Problems you encountered.
 4. How those problems were resolved.
 5. Recommendations you would make for future staff (staffing numbers, equipment / supplies that would help procedural changes that would benefit future staff, etc.)

Thank you for your willingness to assume responsibility. A National Skirmish does not just happen, it is the sum of all its parts. Every job is essential and each person on the staff can either make the overall program better or worse; your task is to ensure that their actions make it better. Let your people know that their jobs are very important; any individual task not completed as scheduled can have an adverse effect on the program. The most successful skirmish is one where there may have been problems, but the staff acted on them quickly so that and the average person never noticed. Please try to have a good skirmish and deal with all issues in a manner that you would appreciate if you were the competitor.